



COMPENSATION & BENEFITS

Annual Salary: \$177,506—\$268,669

This position is subject to the provisions of the County Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Range 20. The successful candidate may be appointed to any salary within the range, depending on qualifications.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs as detailed below:

- **Retirement Plan**—The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.
- **Cafeteria Benefit Plan** - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 19% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, and life and AD&D insurance. (NOTE: Not applicable to County employees who are currently in Flex.)
- **Flexible Spending Accounts** - Employees may contribute up to \$400 per month tax-free to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** - Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** - Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** - 11 paid days per year.
- **Transportation Allowance** - The monthly transportation allowance is \$525.
- **Split Dollar Insurance** - Level life insurance death benefit of \$50,000 to \$250,000 depending on age at entry into the Plan.

The County of Los Angeles is an Active Equal Opportunity Employer

THE COUNTY OF LOS ANGELES



Invites Resumes For DIRECTOR OF PUBLIC SOCIAL SERVICES (Unclassified)



"Enriching Lives Through Effective and Caring Service"

Filing Period
March 9, 2012 — April 9, 2012

THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 26 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-six (36) major administrative units or departments that currently serve the needs of the County's residents.

DEPARTMENT OF PUBLIC SOCIAL SERVICES

The Department of Public Social Services (DPSS) serves an ethnically and culturally diverse community through programs designed to both alleviate hardship and promote family health, personal responsibility and economic independence. The Department provides temporary financial assistance and employment services to low-income county residents and determines eligibility for free or low-cost health care programs and services for families with children, pregnant women, and aged, blind, or disabled adults.

The current departmental budget is over \$3 billion and includes funding for approximately 13,546 budgeted positions. The Department's Administrative Headquarters is located in the City of Industry.

THE POSITION

The position has full responsibility for planning, organizing and directing the operations of the Department of Public Social Services, including all programs, line management and services necessary for the administration of temporary financial assistance, non-financial assistance, and social services programs in accordance with federal, state and county statutory and regulatory requirements.

Key responsibilities:

- Formulating departmental policies, directing their implementation, and evaluating work accomplished.
- Directing the administration of temporary financial assistance and employment services to low-income residents to promote self-sufficiency and independence.
- Directing the administration of free and low-cost health care programs and services for low-income families with children, pregnant women, and in-home services for aged, blind or disabled adults.
- Directing the administration of the CalFresh Program and other special programs, such as Special Circumstances Program and the Cash Assistance Program for immigrants.
- Directing decentralized employment and social services programs through district offices and through the administration of service contracts, and assuring uniformity of standards and operations.
- Directing the development and implementation of partnerships and collaboration to provide effective community-based services to individuals and families in need, which alleviate hardship and promote personal responsibility and economic independence.
- Coordinating the work of the Department of Public Social Services with the State Department of Social Services, the State Employment Development Department, the State Department of Health Services, and other human services departments and agencies.
- Directing the development of changes in organization, staffing, work processing and management information systems to increase effectiveness and efficiency to maximize revenue and reduce administrative costs.

- Providing reports to the Board of Supervisors on the status and performance of the Department.
- Recommending the adoption, enactment and amendment of County ordinances, resolutions and regulations, and State and federal statutes, to provide effective, efficient and economical administration of the Department.

THE IDEAL CANDIDATE

The ideal candidate will be a strong leader with extensive executive management experience in a dynamic and complex organization. This proven manager will have demonstrated experience in achieving successful outcomes, and must promote a cooperative environment, demonstrate integrity and accountability, and practice sound management and decision making. He or she is results-oriented, intuitive, perceptive, and able to multi-task, inspire, and motivate others. The ideal candidate creates a culture of effective communication and will work in collaboration with the Board of Supervisors, other County departments, and internal and external stakeholders to ensure seamless and efficient client-related service and program integration. The successful candidate will effectively build the necessary partnerships and coalitions for the Department's success, and has the ability to work effectively with public officials, community groups, private organizations, the media and general public.

EXPERIENCE & EDUCATION

A Bachelor's degree from an accredited college or university and the demonstrated knowledge, skills and abilities required in managing or assisting in the management of a large human services agency. Such management includes directing budget, personnel, fiscal, supply and other administrative functions, as well as the direction of programs and line functions.

License: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Other: U.S. citizenship is required for appointment to this position.

DESIRABLE QUALIFICATIONS

- Demonstrated ability in public relations and in working with agencies, community groups, private organizations and the communications media.
- Extensive knowledge of welfare and related human services programs.

- Knowledge of and ability to interpret and apply provisions of federal, state and local statutes, ordinances and regulations related to the administration of California welfare and social services programs.
- Demonstrated ability to establish and maintain liaisons and work effectively with administrative or legislative bodies, such as the Board of Supervisors, other public governmental bodies, federal and state legislatures, private agencies and volunteer groups.

TO BE CONSIDERED

Please submit resume, cover letter, record of accomplishments, and current salary information no later than 5:00 p.m. on April 9, 2012, to the following e-mail address: ExecutiveRecruitment@hr.lacounty.gov. Please indicate the position title of [Director of Public Social Services](#) in the subject line of your e-mail.

Electronic submittals are preferred.

Confidential inquiries welcomed to:

LAURA HEATON

Phone: (213) 974-2674

e-mail: lheaton@hr.lacounty.gov

Fax: (213) 613-4773



**Executive Services Division
500 W. Temple Street, Room 555
Los Angeles, CA 90012**

**This announcement may be downloaded from the
County of Los Angeles website at:**

<http://dhr.lacounty.info>

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

LAC.DPSS.ORG

